

~~SECRET~~ ~~EYES ONLY~~

ORD-4064-69

30 June 1969

MEMORANDUM FOR: Director of Research and Development
THROUGH: Special Panel, CSP
SUBJECT: Recommendation for Promotion -
25X1A9a [REDACTED]
GS-4 to GS-5

1. It is recommended that processing be initiated to promote 25X1A9a [REDACTED] clerk-typist in the Analysis Division, from a GS-4 to a GS-5.

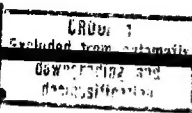
2. 25X1A9a [REDACTED] has been with the Analysis Division since mid-April 1969, shortly after her EOD with the Agency in March 1969. At the time she joined the Agency, her former grade level of GS-5 was reduced to GS-4 because she lacked a suitable level of proficiency in shorthand. In view of her other excellent qualifications, we do not regard this as a serious shortcoming in her present situation.

25X1A9a 3. [REDACTED] has served as the secretary for the OSM Branch since April 1969, and in this capacity has performed her duties in a very excellent manner. She takes a strong interest in her work, works hard, and responds cheerfully to the many and varied demands placed upon her. The quality of her work continues to be consistently of high quality. Moreover, she has been faithful in learning and following standard forms and procedures. Her manner is pleasant and her deportment is highly professional at all times.

4. This action is requested at the present time for the following reason. [REDACTED] former employer has requested that she come to work for him at the Pentagon at a salary grade level increase and with a view toward making her his administrative assistant.

25X1A9a

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SUBJECT: 25X1A9a
[REDACTED] Recommendation for Promotion -
GS-4 to GS-5

25X1A9a

[REDACTED] has indicated that she would prefer to remain in her present position with the Agency. We are reluctant to lose her services and feel that the action recommended above will insure her continuance in ORD.

25X1A9a

5. It is recommended that [REDACTED] be promoted from a GS-4 to a GS-5.

25X1A9a

[REDACTED]
Chief, Analysis
ORD/DD/S&T

RECOMMEND APPROVAL:

25X1A9a

[REDACTED]
Chairman, Special Panel, CSP

23 JUL 1969

Date

APPROVAL:

25X1A9a

[REDACTED]
Director
of
Research and Development

23 JUL 1969

Date

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